CONFIRMED MINUTES

BOT MEETING

At the **BOT Meeting** on **8 Jun 2026** these minutes were **confirmed with the following changes:**

Change Nathan Schofield from guest to BOP Member

Name:	HIBS BOT
Date:	Monday, 11 May 2026
Time:	6:00 pm to 10:15 pm (NZST)
Location:	HIBS Boardroom, Granville Street, Trentham
Board Members:	Jane Derbyshire (Chair), Charles Anderton, Craig Nicholson, Josh Sinclair, Lizzie Briscoe, Thomas Sturmer, Tom Gordon, Whaitiri Poutawa, Ed Blunden, Ben Carswell
Attendees:	Lyanne Horsefield, Vicky Thorby
Guests/Notes:	Nathan Schofield

1. Opening

1.1 Opening karakia - Lizzie

Lizzie opened the meeting with a karakia.

1.2 HOD Presentation - Rachel Beach, HOD Learning Support

Jane thanked Rachel for attending the BOT meeting.

Rachel stated:

- The Learning Support register has grown from a historical average of 70 students to 109, with an increase in both the number of students and the intensity of support they require.
- While many students are identified early (upon entering Year 7), some are diagnosed later in their schooling. There is a robust transition process for new students once confirmed, with Julie Rich visiting schools prior to students starting, to gain further knowledge of their learning needs.
- Some parents still fear that disclosing learning needs might negatively impact their son's application. Tom said we would never turn down a student because of their learning support requirements.

The Board suggested an option could be for Rachel to provide an overview of the HIBS Learning Support Department at the annual Open Day presentation.

- The Learning Support team increased from three to four staff members approximately three years ago. Given the increasing needs of students, it is a growing Department.
- It is extremely rare for students to arrive with external funding.
- Read Write software is utilised for students in Years 7 to 10. Because this software cannot be used for NCEA, it would be beneficial for students at Year 10 to transition to a personal

reader writer partway through the year, before Year 11. For a lot of students, a reader writer is the best option.

- Finding consistent reader/writer support is challenging due to turnover and the sporadic nature of the work. There is specific concern regarding having enough support for the end of year NCEA exams.
- She said if anyone is aware of a possible suitable candidate to help out as a reader writer, please get them to contact her.
- The HIBS Learning Support team has a high reputation in the community. The department feels highly valued and supported by the school, and feel they are in a privileged position compared to other schools.

The Board asked Rachel if she has seen a change in learning needs with the new enrolment scheme. Rachel said whilst learning needs for students are increasing, it is a general trend across the board. She said perhaps we are better now at finding students, assessing and supporting them.

Jane thanked Rachel for her presentation and the Learning Support team for what they are providing our students. From a teacher's perspective, Ed said the Learning Support team are always great to work with.

Rachel left the meeting at 6.15pm.

2. Administration

2.1 Declaration of Interests

3. Minutes

3.1 Confirm Minutes

BOT Meeting 9 Mar 2026, the minutes were confirmed with the following changes:

Amend - the School reported a deficit of $272,000, which was slightly better than the budgeted deficit of $282,000 to "the School reported a deficit of $272,000 which is significantly more than the budgeted deficit of $182,000."

Approved with amendment

Approved with the agreed amendment.

Decision Date:	11 May 2026
Mover:	Charles Anderton
Seconder:	Craig Nicholson
Outcome:	Approved

4. Correspondence

4.1 HIBS Enrolment Scheme

Taken as read. For information only.

Tom said this was an audit the Ministry of Education ran and he is very happy with it.

4.2 Correspondence from the Office of the Ombudsman

Taken as read.

4.3 Donation Request from IS2026 Team

Taken as read.

Vicky confirmed the amount of $2,500 requested from the 2026 International Service team is in our budget.

Tom said this is the first year the request has increased from $2,000 per Board to $2,500 per Board.

The Board asked why there is no carry over amount from last year. Tom said there was a big carry over from Covid when the trip didn't go ahead and these funds have now been utilised.

The Board agreed to approve the IS 2026 team's request for $2,500.

Approved

Approved

Decision Date:	11 May 2026
Mover:	Josh Sinclair
Seconder:	Ed Blunden
Outcome:	Approved

5. Actions from Previous Meetings

5.1 Action List

Due Date	Action Title	Owner(s)
9 Mar 2026	Staff Survey **Status:** In Progress	Tom Gordon
11 May 2026	Possible Parent Information Evening on shifts in reporting methods **Status:** On Hold	Ed Blunden, Tom Gordon

6. Updates

6.1 Principal's Report

Taken as read.

Tom stated:

- Applications for Year 7 in 2027 have closed with 201 applications received for 96 available places. This is a slight decrease from the 220 applications received the previous year, and a ballot will be held in early June.
- HIBS currently has 653 students, which is three over the limit; however, the Ministry of Education is aware and no action is required. There is a trend of retaining more students through to Year 13.
- The Year 10 father/son breakfast this Thursday has 190 people attending, which is higher than past years. Speaking at this is former Junior School Captain Hamish Burrows, son of Martin Burrows.

- Winter sports are underway, including the traditional Rathkeale Exchange, which now includes golf.
- Families affected by the cancelled History trip to Europe received a refund of $5,700, which is higher than initially anticipated.

The Board noted the upcoming Geography trip was not included on the Term 2 Overnight Trip schedule.

6.2 Staff Trustee

Ed stated:

- We have now completed three rounds of Parent Teacher Interviews using a mix of online and face-to-face formats. The online option allows staff to finish earlier, while face-to-face sessions offer community engagement.
- The upcoming Relay for Life is being held as a school-based event this year, with significant fundraising efforts from the students are already underway. A gold coin staff-vs-student football game is scheduled for Wednesday to raise further funds. Jess Athukorala is doing a great job organising Relay for Life.
- The English and Mathematics Departments are facing higher workloads as they implement the new Year 7 to 10 curriculum, and they have been granted release time to manage this transition.

6.3 Student Trustee

Thomas stated:

- The 2027 International Service team has been chosen and they have already started their fundraising.
- There have been various sports exchanges and winter sports are in full swing.
- The HIBS Cullen Breakfast team is going well. There are nine students involved in this.
- The Variety Show is on 22 May which will be a great night.

6.4 BOP Update

Craig stated:

- The BOP met last Thursday. Lizzie from the BOT joined the meeting - Jane thanked her for this.
- There was an update on the Special Character committee. They are focusing on the role of special character in sports and developing a strategic plan.
- An update was provided on the Whānau rōpū and their current initiatives.
- There was a discussion regarding the annual accounts; the funds provided by the BOP to the Board of Trustees (BOT) were reduced last year, which has negatively impacted the BOT final financial result.
- Cashflow will be monitored moving forward as the BOP is limited to paying for specific items provided by the BOT.
- A new accessway has been installed behind the Performing Arts Block at no cost to HIBS.
- Friday Homes is continuing to progress plans for the development of the adjacent land.
- The BOP Annual General Meeting (AGM) is scheduled for 18 June.

Ben and Jane met in between meetings to talk about how the Boards and the Chairs best work together including ensuring the right discussions were being had at the right meetings.

Josh has indicated he will attend the 18 June BOP AGM and meeting.

6.5 Health & Safety

Vicky stated:

- Taken as read.
- Two large oak trees between the Gym and Maths Block were removed for health and safety reasons, as they posed a risk of damaging buildings. Additionally, paving that had been lifted by tree roots (under the sail and near the rage cage) has been repaired; both projects were funded by the BOT.
- The Science Department are currently monitoring CO_2 readings in their classrooms and will report the findings back to Vicky, who will in turn report back at the next BOT meeting.
- An issue was raised at the BOP meeting regarding having sharps containers after a cleaner cut their hand when emptying a rubbish bin in the Science Department. A change has since been made to the way the cleaners are clearing the rubbish bins and she is sourcing sharps containers.

The Board commented on the number of head knocks detailed in the Health & Safety meeting minutes. Vicky said when students suffer head knocks, the school notifies parents and the student is sent home. To support student safety in sports, a physiotherapist provided a presentation specifically for those students playing rugby.

Report on C O_2 Levels in Science Department

Vicky to report back to the BOT with the Science Department CO_2 levels.

Due Date: 8 Jun 2026
Owner: Vicky Thorby

6.6 Finance

Vicky stated:

- HIBS recorded a surplus of almost $1.4M for the quarter, nearly doubling the budgeted $733K. This is attributed to budget staging and timing of trips/tournament funds.
- Donations are higher than in 2025 YTD by $224K which is very pleasing.
- General expenditure is lower than budgeted for.
- Grants from the Ministry of Education appear higher than expected because a large portion was received earlier than scheduled. It will look more 'normal' in the next report.
- Expenditure Variations:
  - Teaching salaries and general expenditure are currently below budget.
  - Support staff costs are over budget due to administrative overlaps (now resolved), medical leave cover, backdated qualification recognition, and collective agreement increases that have been backdated.
- New Trip Contracts: Following the cancellation of the recent History trip to Europe, the school is now implementing contracts for parents to sign which clearly outline the risks involved for both domestic and international trips.
- Audit Results: The recent audit was successful, confirming no issues with the school's "going concern" status. There were only a few minimal administrative findings noted.
- Previous concerns in the last audit report regarding "sensitive expenditure" have been cleared.

The Board queried the Eastbourne bus currently being over budget. Vicky said this may be due to differences in how parents pay (annually vs. termly). Vicky said she has recently received an invoice with increased costs due to the petrol prices from NCS who run the Eastbourne bus and she is following up on this.

The Board approved the Management Accounts and End of Year Financial Statements.

Approved.

Approved.

Decision Date: 11 May 2026
Mover: Charles Anderton
Seconder: Lizzie Briscoe
Outcome: Approved

EOY Financial Statements are approved.

EOY Financial Statements are approved.

Decision Date: 11 May 2026
Mover: Craig Nicholson
Seconder: Ed Blunden
Outcome: Approved

7. General Business

7.1 HIBS Cyclical Maintenance Plan

Vicky stated:

- The Cyclical Maintenance Plan is an MOE requirement and is created as a result of external providers coming to look at our buildings. We use an MOE template that includes inflation.
- A new 10-year cyclical maintenance plan for internal and external painting has been produced and approved at the Finance Sub-Committee. Recent maintenance spending included $33K for tree removal, paving, and washing of buildings.

The Board approves the 10 Year Cyclical Maintenance Plan.

Approve the Cyclic Maintenance Plan

Approved.

Decision Date: 11 May 2026
Mover: Craig Nicholson
Seconder: Charles Anderton
Outcome: Approved

7.2 Opening of ANZ Bank Account for Relay for Life Fundraising

Vicky stated:

- With our Relay for Life this year, we will be using a new ANZ product called 'Tap and Go'.
- With Tap and Go, when our students are out fundraising, they can accept credit card transactions on their phones.
- A small credit card fee will be added to the transaction.

- The Bank requires three staff authorised signatories. Vicky, Kirsty Voller (Accounts) and Tom are confirmed.
- The Bank also requires a minimum of two Board authorised signatories. Jane Derbyshire and Charles Anderton agreed to this. They will be required to be formally identified.

The Board asked what process is in place for students that may enter the wrong amount, eg. enter $200 instead of $20. Vicky said she will need to identify a solution for this.

Action - Vicky to liaise with ANZ and identify a solution for any error in donation amount.

The Board suggested taking a copy of the QR code and attaching it to the bucket so people can scan and donate online. Everyone agreed this is another good option for those that don't have cash.

It was suggested that using a QR code could be a good option for HIBS Casual Days.

The Board asked if there should be an age restriction on students using Tap and Go. Vicky to consider this.

Action - Vicky to consider an age restriction for Tap and Go.

Board to approve the use of ANZ Tap and go

Approved

Decision Date: 11 May 2026
Mover: Craig Nicholson
Seconder: Josh Sinclair
Outcome: Approved

Tap and Go Age Restriction

Vicky to consider the appropriateness of an age restriction for the ANZ Tap and Go app to accept donations for Relay for Life.

Due Date: 26 May 2026
Owner: Vicky Thorby

ANZ Tap and Go

Vicky to liaise with ANZ regarding any situation where a student enters the wrong amount on Tap and Go for Relay for Life donations.

Due Date: 26 May 2026
Owner: Vicky Thorby

7.3 Review of the Strategic Plan

Whaitiri stated:

- He attended a Gov Hub workshop which talked about helping Boards understand their timeframes for their strategic plans.
- He drafted up a response and ran it past Jane and Tom.
- He reached out to the group and has locked in a meeting to start this.
- We are waiting on one more staff rep. Ed has put this out to staff and he got a few people that are keen. His workload is quite heavy at the moment. We could use two staff rather than Ed. He has a list of names he can follow up with.

Jane thanked Whaitiri for working on this. Whaitiri to forward the email to everyone.

The BOT approved to keep our current plan with the aim of looking to rebuild this.

Two staff reps required on the Strategic Plan Sub Committee

Ed to source two staff members to be on the Strategic Plan Sub Committee

Due Date: 26 May 2026
Owner: Ed Blunden

Whaitiri to email information from Gov Hub Workshop he attended

Whaitiri to email information from the Gov Hub workshop he attended regarding helping Boards understand their timeframes for their strategic plans.

Due Date: 8 Jun 2026
Owner: Whaitiri Poutawa

7.4 Approval of the HIBS 2026 Annual Implementation Plan

Jane stated:

- The HIBS Annual Implementation Plan is delegated to the Principal and is the operational side where we choose two or three goals.
- This year every school must have an attendance plan and the first goal must be attendance related.
- Our second goal is academic related. This time we have chosen Merit and Excellence endorsements for Year 12 boys.
- Our third goal relates to workload and the new curriculum for Years 7 to 10 and how we are doing that.

The Board asked what the consequences are if we don't meet these. Tom said the attendance goal is a new one and the MOE won't be following up given our results are high.

Academically we work with students along the way to ensure we meet our second goal.

We will complete the third Curriculum focused goal.

7.5 Board Risk Register

Jane stated:

- The Board need a view of risks at a government level rather than day to day. We need to look at what the Board need to focus on.

Josh said he will put something together and present this at the next meeting.

Action - Lyanne to add Board Risk Register to each meeting agenda.

Action - Josh to present his findings at the 8 June meeting.

Board Risk Register

Josh to look at the Board Risk Register and present his findings at the 8 June meeting.

Due Date: 8 Jun 2026
Owner: Josh Sinclair

7.6 School Board PLD

- Jane emphasised that the Board must prioritise its own professional development and expressed strong support for members who wish to upskill.
- There is free training currently available for board members to access.
- While a School Board Conference is scheduled for July, the agenda has been slow to be released. Vicky and Jane are now unable to attend. Due to timings and high fuel prices, the Board has decided it may be better to wait until next year to send representatives to the conference.
- Jane encouraged Board Members to speak with her directly regarding specific areas for improvement or professional needs.

7.7 Staff Survey

A staff survey is currently being worked on and progress will be updated at the next BOT Meeting. Nathan offered to look over this.

7.8 Staff Leave Request

Tom stated:

- Craig Stevenson has requested a one year sabbatical in 2027 to complete his Masters Degree.
- This would be Leave Without Pay. Craig will be seeking an external scholarship, however this request is not subject to him securing this.
- Tom believes it would be a fantastic opportunity for Craig and for others that could step up to cover the position.
- Tom's recommendation to the Board is to approve.

The Board are unanimous in their decision to approve this request.

8. Any Other Business

8.1 Communication

Lizzie stated:

- She believes communication at HIBS is an area that can be improved which will assist the overall direction of the school.
- An example of poor communication is that both Boards were unaware of a planned PSA confidence course project.
- The school website calendar requires updates to remain relevant.

Tom and Jane thanked Lizzie for bringing this up, agreeing that communication is important. Tom suggested Lizzie meets with Karen Hope, Director of Communications regarding her operational communication concerns.

The Board discussed the following:

- A need for greater transparency and the possibility of having a Board member sit on the PSA.
- To improve communication between meetings, the Board decided to implement a WhatsApp group.

- The Principal has delegated authority for emergency school closures due to health and safety and the Board handles communication regarding strikes. Tom was in communication with Jane regarding the recent school closure due to bad weather.
- To ensure consistency between the Board of Trustees and the Board of Proprietors, representatives like Craig and Nathan attend BOT meetings.

Ben to Liaise with PSA President re Confidence Course

Ben to liaise with Kaye Wilmshurst, PSA Presidence, regarding their proposed confidence course project.

Due Date: 8 Jun 2026
Owner: Ben Carswell

What's App Group

Jane to create a What's App group for in-between BOT meeting communications. Add BOT members as well as Ben Carswell, Craig Nicholson and Nathan Schofield from the BOP.

Due Date: 8 Jun 2026
Owner: Jane Derbyshire

Lizzie Briscoe to meet with Karen Hope

Tom to arrange for Lizzie to meet with Karen Hope, Director of Communications

Due Date: 8 Jun 2026
Owner: Tom Gordon

8.2 ** IN COMMITTEE **

Thomas left the meeting at 8.12pm.

The Board discussed how to manage multiple conflicts of interests for the In Committee item. It was agreed that Charles would excuse himself for the whole item and that Jane and Tom would leave after a discussion about the facts and not be present for the discussion around Board decisions.

The Board went into Committee at 8.15pm.

IN COMMITTEE

The meeting closed at 10.15pm

9. Closing karakia

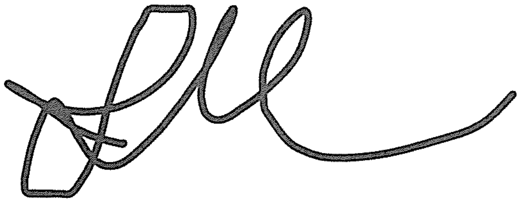
9.1 Closing karakia - Whaitiri

Next meeting: BOT Meeting - 8 Jun 2026, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
6.5	Report on C O2 Levels in Science Department **Due Date:** 8 Jun 2026	Vicky Thorby
7.2	Tap and Go Age Restriction **Due Date:** 26 May 2026	Vicky Thorby

Item	Action Title	Owner(s)
7.2	ANZ Tap and Go **Due Date:** 26 May 2026	Vicky Thorby
7.3	Two staff reps required on the Strategic Plan Sub Committee **Due Date:** 26 May 2026	Ed Blunden
7.3	Whaitiri to email information from Gov Hub Workshop he attended **Due Date:** 8 Jun 2026	Whaitiri Poutawa
7.5	Board Risk Register **Due Date:** 8 Jun 2026	Josh Sinclair
8.1	Ben to Liaise with PSA President re Confidence Course **Due Date:** 8 Jun 2026	Ben Carswell
8.1	What's App Group **Due Date:** 8 Jun 2026	Jane Derbyshire
8.1	Lizzie Briscoe to meet with Karen Hope **Due Date:** 8 Jun 2026	Tom Gordon



Jane Derbyshire
10 Jun 2026